

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1582

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

University of Maryland Eastern Shore

Human Resources

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>PERSONNEL FOLDERS</u> Contains applications, appointment letters, position description files, payroll forms, reclassification requests, data verification forms, probationary forms, personnel transaction forms, tuition remission forms, health insurance forms, list of eligibles, grievance and appeals files, TIAA-SRA applications, and retirement forms.	Office to retain material in paper form for 3 years after termination of employment. After 3 years, material to be microfilmed for retention in UMES archives for 25 years, then destroyed.*
2.	<u>GENERAL CORRESPONDENCE</u> Alpha, subject, administrative and chron correspondence of incoming, outgoing correspondence, reports, memoranda, statistics, programs, minutes, policy and procedures.	Office to screen annually and destroy material for which no further reference is required. Material having continuing administrative, legal, fiscal or historical value to be microfilmed for retention in UMES archives for 25 year period, then destroy. Material (directives, policies) that relates to development of agency should be retained permanently in UMES archives.*

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

10/21/93
Date

RE Holden
Signature

VP Odum
Title

DEC 9 1993
Date

Edward C. Papenfuss
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1582

PAGE
NO. 2 of 2

Item No.	Description	Retention
3.	<p><u>Payroll Records and Financial Records</u> Journals One Pay Certification cards Stop Payment Check Cancellation Refund files</p> <p>Master Exceptions Check Register W2 Labor Savings-Bond Material Journal Vouchers, Payroll Transfers, and Other Forms of Internal Adjustment</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then Office of Record to destroy.**</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then Office of Record to destroy (Annapolis Payroll has permanent retention).</p>
	<p><u>*IF UMES ARCHIVES ARE NOT AVAILABLE, MATERIAL FOR PERMANENT RETENTION WILL BE TRANSFERRED TO STATE HALL OF RECORDS IN ANNAPOLIS AND MATERIAL WITH LIMITED RETENTION PERIOD (5-25 YEARS) WILL BE TRANSFERRED TO THE STATE ARCHIVES FACILITY IN JESSUP.</u></p>	
	<p><u>**UNTIL AUDIT REQUIREMENTS HAVE BEEN FULFILLED MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS THREE MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</u></p>	

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 30-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

University of Maryland Eastern Shore

2. DIVISION

Human Resources

3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

PERSONNEL FOLDERS

5. EARLIEST YEAR/LATEST YEAR

1970 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contains applications, appointment letters, position description files, payroll forms,
reclassification requests, data verification forms, probationary forms, personnel
transaction forms, tuition remission forms, health insurance forms, list of eligibles,
grievances and appeals fil-s, TIAA-SRA applications, and retirement forms.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ SOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- 20 ☒ FILE cabinets DRIVER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER

10. ANNUAL ACCUMULATION

- 4 ☒ FILE DRIVER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 25 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Admin. Building, UMES

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain in paper form for three years
after termination of employment. After
which, microfilm for permanent retention
in UMES archives for 25 years, then destroy

19. NAME AND TITLE OF PREPARER

RE Holder VP Adm

20. TELEPHONE NUMBER

410-651-6230

21. DATE

21 Oct 93

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 50-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

University of Maryland Eastern Shore

2. DIVISION

Human Resources

3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

General Correspondence

5. EARLIEST YEAR/LATEST YEAR

1992 TO 1993

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Alpha, subject, administrative and chron correspondence of incoming, outgoing
correspondence, reports, memoranda, statistics, programs, minutes, policy and
procedures.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ SOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- 10 ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 2 ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER ☐ MONTH(S) ☒ YEAR(S) 1

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Admin. Bldg., UNES

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION:

Screen annually and destroy material having ^{NO} value. Valuable material to be microfilmed for retention in UNES archives for 25 yrs. then destroyed. Policies pertaining to development of agency to be retained permanently in UNES archives.

19. NAME AND TITLE OF PREPARER

R. E. Holden VP Adm

20. TELEPHONE NUMBER

410-651-6230

21. DATE

21 Oct 93

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 50-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

University of Maryland Eastern

2. DIVISION

Shore

Human Resources

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Payroll Records and Financial Records

5. EARLIEST YEAR/LATEST YEAR

1990 TO 1993

6. RECORD SERIES DESCRIPTION

(BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Journals, One Pay cards, stop payments, check cancellations, refund files
master exceptions, check register, W2, labor, savings bond material, journal vouchers, payroll
transfers.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

Cabinets

- 3 ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 2 ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Admin. Building, UMES

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS

- ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit
requirements have been met. THEN
DESTROY

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

R S Holden VP Admin

410-651-6230

21 Oct 93